

# Chapter 10

## General Program Matters

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## **A. New Program Proposals**

Proposals for new degree programs or for substantive changes in existing programs should be discussed in advance with the associate dean of the graduate school and the dean or director of the sponsoring school or institute. The submitted proposal must be approved by the Executive Committee of the Graduate Faculty (ECGF) and the Dean of the Graduate School. The procedures for such approval are as follows:

1. Written proposals should follow the guidelines listed under “Basic Elements of a New Program Proposal.”
2. The proposal should be discussed and voted on by the faculty of the present or proposed department or program. A majority must approve the proposal for it to move forward.
3. The proposal should also be vetted by any faculty oversight committee of the sponsoring school (e.g., the Basic Science Faculty Steering Committee).
4. The proposal must be explicitly supported by the sponsoring school or institute as communicated by the relevant dean or institute director.
5. A proposal that has been approved by the above parties is then forwarded to the Associate Dean for Academic Affairs.
6. An ad-hoc programs Subcommittee will review the proposal and forward it to the full ECGF with its recommendations.
7. If approved by the ECGF, the proposal is forwarded to the Dean of the Graduate School for consideration.
8. Proposals for substantive changes in existing programs, but not involving a new degree, can go into effect if approved by the Dean of the Graduate School.
9. Proposals for new degree programs, if approved by the Dean of the Graduate School, are forwarded to the Provost.
10. The Provost seeks the advice of the Academic Programs Committee and the approval of Academic Council with respect to new degree programs. If, after receiving the recommendation of the Council, the Provost supports the proposed new degree, he presents it to the Board of Trustees for final approval.

In cases of dual or joint degree programs, both of the deans of the involved schools must approve the proposal, which will then follow the above procedure. Proposals for certificate programs and University training programs also follow this model. Such programs that do not result in new degrees do not require approval by the Provost or Board of Trustees.

## **B. Basic Elements of a New Program Proposal**

1. Rationale for the program.

2. Relationship to existing programs at Duke (graduate, undergraduate) and at other institutions.
3. Statement of resources needed for the program:
  - a. review of budget and resources available (personnel, financial, space, library, etc.).
  - b. statement of additional resources needed.
  - c. potential or actual outside funding.
  - d. five-year student, faculty and resources projections
4. Students (sources, characteristics, opportunities available to graduates).
5. Degree requirements for the program (credits, courses, prerequisites, RCR training, examinations, papers, internships, experience).
6. Descriptions of new courses to be offered in connection with the program and identification of teaching faculty.
7. Curriculum vitae of faculty who will participate in the program.
8. A statement of support from the dean of the sponsoring school and any additional clearances obtained or required (e.g. from a school's faculty/advisory board, from professional licensure organizations, etc.).
9. A student learning outcomes assessment process indicating how data on student learning outcomes is to be gathered and how it will be used to improve the program.

## **C. Certificate of Graduate Study**

### **1. Uses and Guidelines**

The student who must withdraw after successfully completing a minimum of one semester's graduate study and before the completion of a graduate program may, with DGS approval, request that the Associate Dean issue the student a general Certificate of Graduate Study.

## **D. Withdrawal, Leave of Absence, and Reinstatement**

### **1. Withdrawal - Voluntary**

If a student wishes to withdraw from the Graduate School for any reason, he or she must send written notice to both the Director of Graduate Studies in his or her department and to the Associate Dean for Academic Affairs prior to the date of anticipated withdrawal. Students may request subsequent reinstatement to the Graduate School, but such reinstatement requires the approval of the graduate faculty of the degree program and the Associate Dean. If reinstated, the student must pay tuition for all the terms she or he was not registered plus a \$200 reinstatement fee. A student who has successfully completed a minimum of one semester of graduate study before the completion of a graduate program may, with the approval of the major department, be issued a Certificate of Graduate Study.

## **2. Withdrawal - Involuntary**

Failure to make satisfactory progress toward the degree or to maintain the minimum GPA of 3.0, or receipt of a grade of "F" in a major course, normally occasions withdrawal from a degree program. If, in judging the overall quality of the student's other work (including research potential and skill at presenting research results in ways appropriate to the discipline), the DGS wishes to request academic probation rather than termination, that request should be forwarded, in writing, to the Associate Dean. Any such request should specify terms of probation under which the student might be allowed to continue in the program. The Associate Dean must approve those conditions and advise the student of the nature and duration of the probationary period. If the terms of the probation are not met, the student will be dismissed. A student who earns two grades of "F" is ineligible for probation and will be administratively withdrawn from the degree program.

Students are also administratively withdrawn from the Graduate School for failure to pay their debts to the University. Such withdrawal normally occurs in the early part of a semester. The DGS will be informed of students from a department who have not cleared their Bursar's account and be given a date by which they will be withdrawn if their bills are not cleared. When a student is withdrawn from school for failure to pay his or her debts to the University, he or she will not be allowed to attend classes, to receive stipend payments, or to function as a student in any fashion. Any student so withdrawn may not be registered in the Graduate School again until (1) all debts to the University have been cleared, and (2) reinstatement has been requested by the department and approved by the Dean. A reinstatement fee will also be charged.

Students may also be administratively withdrawn for failure to comply with the State of North Carolina immunization laws. Students may obtain immunization forms from the Student Health Clinic.

Finally, all students who have placed into English language proficiency courses and who fail to make satisfactory progress in their English proficiency requirements during their initial year of residence may not be allowed to register for a second year. In that case, they may be administratively withdrawn no later than the first day of classes in what would be their third semester at Duke. (Normally, the end of August for students matriculating in the preceding fall semester.)

## **3. Leave of Absence**

A leave of absence differs from voluntary withdrawal in that the student granted a leave is insured a place in the graduate program when he or she returns to Duke within the time limit specified. Leaves of absence may be granted because of:

- a. medical necessity;
- b. full-time employment that advances the student's research ability;
- c. acceptance of an external award judged likely to benefit the student as an individual but not related to degree requirements;
- d. other reasons approved by the Associate Dean.

Students who request a leave of absence must obtain DGS endorsement, as well as that of their principal faculty advisor. Leaves are not to be considered a right that students have or can exercise at will: we expect all requests to be subject to careful consideration to decide whether or not they are truly in the best academic interests of the student. (A request form is available on the Graduate School web site: [Graduate School's Leave of Absence Form](#).)

All requests for a leave of absence must be submitted to the Associate Dean for consideration before the first day of classes in a semester. No fees are charged to students who are on a leave of absence, but time limitations on degree requirements and time schedules for the completion of incomplete coursework are not waived during a leave. Only students who have completed at least one semester at Duke are eligible to request leaves of absence.

A leave of absence may be granted for one or two semesters. Two semesters of leave are the maximum allowed for the entire academic career of a student, and thus students should be careful to use these limited leave semesters only for truly necessary reasons. Before the end of a leave of absence, the student must notify the Associate Dean and the Director of Graduate Studies of his or her intention to resume graduate study.

Emergency medical leaves of absence will be considered once a term is underway. Such requests for leave ordinarily require a letter from a treating physician or CAPS counselor that supports the student's receiving such a leave as a medical necessity.



### **Things to Note:**

*Non-US citizens with a student visa normally cannot take a leave of absence other than one resulting from medical necessity, since doing so jeopardizes their student visa status. Although Visa Services cannot advise students about the academic validity of a leave request, non-US students with student visas would be well-advised to check with a representative of Visa Services before submitting a leave of absence request to the Graduate School.*

#### **4. Tuition and Fees**

After withdrawal from Graduate School, refunds are made according to the schedule printed in the Bulletin. Tuition or other charges paid from grants or loans will be restored to those funds, not refunded to the student or carried forward.

#### **5. Reinstatement**

Students who fail to register continuously in the Graduate School, who do not return to school after an approved leave of absence, who have been withdrawn for failure to pay tuition and fees, or who have been withdrawn for failure to comply with the State of North Carolina immunization law or the Graduate School English proficiency requirement, must seek reinstatement before they can be enrolled again. To be reinstated the student must send a letter to the DGS for endorsement before it is forwarded to the Associate Dean for approval. The student must, as a condition of readmission, pay a

reinstatement fee as well as the Continuation Fee for all semesters not covered by a leave of absence before any subsequent registration can be accepted.

## **E. Course Approval/Revision Procedures**

An electronic course add/revise/delete form must be submitted whenever a department wishes to add, modify or drop an existing graduate course. Note that the instructor proposed for the course is ordinarily expected to be a member of the graduate faculty. If he or she is not, please submit, along with the course request, a vitae and a request for an exception by the Associate Dean. Note that adding or dropping a required course for any degree or certificate must be approved by the Associate Dean, with major changes requiring consultation of the Executive Committee of the Graduate Faculty.

**Graduate Courses:** Course add, drop, or change forms should be submitted online: [To Add/Revise/Delete Courses](#). Undergraduate students are not allowed in 700-level courses without the prior written approval from the DGS, the course instructor, the student's undergraduate Dean and the Associate Dean.

**Special attention needs to be given to courses cross listed with other departments.** To add, drop, or revise a cross listed course numbered 700 or above, each department involved must submit a request for approval following the procedures outlined above. Each request should contain the same course title, unit value, description, and instructor(s). The description and instructor(s) need not be given to drop a course. Any request for a cross listed course must contain the number and department for the cross listing, including requests to drop.

## **F. Revision of the Graduate School Bulletin**

The University Bulletin Editor sets the schedule for publication of all the separate University Bulletins and arranges for issue of the Graduate School Bulletin.

Even though it is now published only in electronic format, the Graduate School Bulletin is an historical record in that it contains a list of the Graduate School faculty and the public exposition of current degree requirements of the Graduate School. As a medium of announcement for the following year, it gives full course descriptions, programs to be offered, and the Graduate School calendar. You should direct all new students to be familiar with this Bulletin as its regulations will govern their academic programs at Duke. The Bulletin is available online at: [2014-2015 Graduate School Bulletin](#).

### **Procedures for Revision**

When the University *Bulletin* Editor sets the timetable, the Graduate School Bulletin Editor will send each DGS a memorandum requesting corrected copy. Because the Bulletin, along with your web site, represents the face the department shows to the outside world, it is imperative that you edit Bulletin copy carefully. In the section on Departments, Programs, and Course Offerings you should be sure to list clearly and concisely all formal academic requirements for the degree(s) or certificate given by your program. Changes to course information, with the exception of instructor names, must be submitted using the course request system.

## **G. Inter-Departmental Transfers**

Students may, with the approval of both departments and the Associate Dean, transfer from one graduate program to another within the Graduate School. However, since admission to one Ph.D. program does not give a student automatic access to any other Ph.D. program, all transfers need to be carefully reviewed by both degree programs and by the Academic Affairs unit. The procedures require first that the student submit a written transfer request to the Associate Dean, explaining the basis for the request. Such a request should not be sent to the Graduate School before the student has consulted with the Directors of Graduate Studies of both departments. Upon receipt of this request, the Associate Dean will ask the home DGS for clearance to allow the prospective DGS to examine the student's in-house file. Other members of the proposed department should also review this file in order to ascertain whether the student will be admitted to the new department (this should be the same faculty group that reviews other applications for admissions). The Associate Dean should then be informed about the department's decision and will subsequently effect or deny the formal transfer. If the transfer is approved, the student should complete and submit the Inter-Departmental Transfer form (found on the Graduate School website [Academic Policies and Forms](#)). It should include the student's signature as well as the signature of both DGSs and any accompanying documentation.

Transfers should generally occur before the student takes the preliminary examination in his or her current program. If the transferring student has already taken a preliminary examination, s/he must take another preliminary examination in the new degree program, because successful completion of a preliminary examination is a requirement for every Ph.D. degree at Duke University.

If the transferring student is being funded on a Graduate School fellowship (e.g., Dean's Graduate Fellowship, James B. Duke, etc.), those funds will move with the student to the new department. Funding from instructional or other departmentally controlled funds will, of course, not so move, except among programs (e.g. the biological sciences) where the transferability of funding has been formally approved.

Students completing a master's degree in one program and wishing to continue towards a Ph.D. in another program are not eligible for interdepartmental transfer. They must formally apply to the new degree program using the normal application process outlined in Chapter 3.

## **H. Certifying English Proficiency**

The Graduate School requires that all incoming international students whose first language is not English demonstrate proficiency in speaking and writing English. All new students whose first language is not English must take the proficiency examinations given before or during their first semester at Duke.

The following groups of students may be exempted from the testing requirement:

1. Students in the professional schools, except as specifically arranged\*
2. Non-degree and exchange students
3. Students who have received an undergraduate degree from an institution in a country where English is the primary spoken language.

\* Students in the following professional programs are subject to EIS testing and course placement:

- Nicholas: Master of Environmental Management
- Pratt: Master of Engineering Management and Master of Engineering
- Sanford: Master of International Development Policy and Master of Public Policy
- School of Medicine: Master of Biostatistics

All exemption requests are considered on a case-by-case basis and should be sent to [Brad Teague](#), the director of the English for International Students Program. Exemptions are approved by the EIS Program, usually in consultation with the admitting department.

#### **a. Proficiency Test Descriptions**

The exams measure students' written and oral proficiency in academic settings and contexts.

**Writing:** The exam requires students to read and summarize an article and to write an essay. The entire exam takes approximately two hours. Students are assessed on their ability to synthesize information, develop and support an argument, and use appropriate syntax, grammar, and vocabulary.

**Speaking:** The exam requires students to respond on audiotape to questions on a variety of topics and takes approximately 30 minutes. Students are assessed on their ability to choose appropriate language, grammar and vocabulary; organize information coherently; use comprehensible pronunciation; and demonstrate comprehension, audience and situational awareness.

#### **b. EIS Courses**

Depending on their exam results, students are either exempted from or placed into one or more EIS courses. Students with EIS requirements must begin these courses in their FIRST year of study.

The EIS course offerings are:

##### **Writing**

GS 720 Academic Writing I

GS 730 Academic Writing II



This is a two-level course sequence, with the expectation that students in Ph.D. programs who begin with Academic Writing I will continue to Academic Writing II. Whether students in master's programs continue to Writing II depends on individual circumstances and is determined in consultation with the department.

### **Oral Skills**

GS 721 Oral Communication

GS 731 Academic Presentations

GS 721 focuses on general oral communication, listening, and pronunciation, and is intended primarily for lower proficiency students. GS 731 requires higher proficiency and focuses on academic presentations, argumentation, and discussion skills.

Please be advised that students in master's programs cannot count the EIS courses as part of their minimum required 24 units of graded coursework in their degree field. These courses can, of course, count towards 30 units of graduate tuition credit.

### **c. Testing and Course Schedule**

In late spring, Directors of Graduate Studies will receive specific information about the testing schedule and course times for the following academic year. This information should be forwarded to the incoming students to whom it applies. The examinations are at the beginning of Orientation week. While students should be urged to arrive at Duke in time to take these exams, this is not always possible, and a make-up exam is generally given in the first or second week of classes. However, late arrival is particularly problematic for lower-proficiency students, since EIS classes are generally full by this time, meaning that these students will have to wait until spring to begin EIS courses. You will be notified of the assessments of students' proficiencies and of their need to enroll in EIS courses during the first week of classes. An information session for students regarding testing and EIS courses is held during international student orientation. If you have any questions contact the director of the EIS program, [Brad Teague](#).